

Jeb Bush  
Governor



John O. Agwunobi, M.D., M.B.A.  
Secretary

**Jacksonville**  
1217 Pearl St.  
Jacksonville, FL 32202  
(904) 791-1550

**Tampa**  
3602 Spectrum Blvd.  
Tampa, FL 33612  
(813) 974-8000

**Miami**  
1325 NW 14<sup>th</sup> Ave.  
Miami, FL 33125  
(305) 324-2432

## DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

### *For Laboratory Use Only*

Lab Tracking Number: \_\_\_\_\_ DASH Number: \_\_\_\_\_

Other ID Number: \_\_\_\_\_

### *To be completed by the Responding Agency*

Sample Collection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sample Collection Time: \_\_\_\_\_ AM PM

Reporting Citizen: \_\_\_\_\_ Direct Telephone #: \_\_\_\_\_

Incident Address: \_\_\_\_\_ FL ZIP \_\_\_\_\_

Article description: \_\_\_\_\_ Article Opened: ☐Yes ☐No ☐Unknown

☐Powder ☐Letter/Envelope ☐Swab ☐Other: \_\_\_\_\_

Number of Individuals Exposed: \_\_\_\_\_

Names of Individuals Exposed: \_\_\_\_\_

Building closed due to incident: ☐Yes ☐No

Package exterior was decontaminated: ☐Yes ☐No

Sample tested for explosive agent: ☐Yes ☐No

Sample tested for chemical agent: ☐Yes ☐No

Sample tested for radiological agent: ☐Yes ☐No

Responding Agency: \_\_\_\_\_ Package delivered by: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_ FL ZIP \_\_\_\_\_

Incident Description: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

**NOTE: Sample will be discarded 30 days after testing unless otherwise instructed**

### *To be completed by Bureau of Laboratories Representative*

Received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

Signature: \_\_\_\_\_

Specimen forwarded to:

☐Centers for Disease Control and Prevention (Director, Rapid Response & Advanced Technology Laboratory)

☐Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

## Instructions for Completing

### DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

<b>Case / Alarm Number:</b>	Law Enforcement Agency or Fire & Rescue Department case number.
<b>County:</b>	The county where the sample was collected.
<b>Sample Collection Date:</b>	The date the sample was collected.
<b>Sample Collection Time:</b>	The time the sample was collected.
<b>Reporting Citizen:</b>	The citizen who reported the incident.
<b>Direct Telephone #:</b>	The citizen's home or work phone number.
<b>Incident Address:</b>	The location where the sample was collected.
<b>Article description:</b>	A description of the item found by a citizen. Please check the word which best describes the sample (i.e. Powder, Letter/Envelope, Swab, Other).
<b>Article Opened:</b>	If the article is a suspicious envelope, package, etc. was it opened?
<b>Number of Individuals Exposed:</b>	Number of persons present in the immediate vicinity of the suspect material.
<b>Names of Individuals Exposed:</b>	Names of persons present in the immediate vicinity of the suspect material.
<b>Building closed due to incident:</b>	Is the building closed to limit exposure to the suspect material?
<b>Responding Agency:</b>	Name of Law Enforcement Agency, Fire & Rescue Department or County Health Department.
<b>Package delivered by:</b>	Name of representative from Responding Agency.
<b>Cellular / Work / Fax Number:</b>	Contact information for Responding Agency.
<b>Agency Address:</b>	Address of the agency submitting the sample.
<b>Incident Description:</b>	Brief description of the incident.
<b>Signature / Date / Time:</b>	Signature of representative from Responding Agency for chain-of-custody.

**NOTE: Sample will be discarded 30 days after testing unless otherwise instructed**

## Instructions for Submitting Samples for Biological Agent Testing

### Environmental Samples:

1. Will be accepted by the state laboratory only after law enforcement and HazMat have performed their assessment to rule out radiological, explosive and chemical agents.
2. Only suspected samples such as swabs, powder, contaminated paper, letters or liquid should be submitted for testing. Samples should be double-bagged and put in a container no larger than necessary and should not exceed five gallons in size. Sample submission form must be completed and securely attached.
3. Extraneous materials such as gloves, towels, and clothing **must not** be included with the samples. Extraneous materials should be placed in a biohazard bag and disposed of locally according to state and federal guidelines.

**The following Department of Health laboratories can accept environmental samples for biological testing.**

Department of Health  
*Bureau of Laboratories – Jacksonville Central Laboratory*  
1217 Pearl Street  
Jacksonville, FL 32202  
Telephone: (904) 791-1550  
After-hours deliveries can be accepted at any time (24/7)  
Label packages: **ATTN: PHIL LEE**

Department of Health  
*Bureau of Laboratories – Tampa*  
3602 Spectrum Boulevard  
Tampa, FL 33612  
Telephone: (813) 974-8000  
Deliveries accepted 8:00 a.m. – 5:00 p.m. Monday – Friday. For after-hours deliveries page  
Phil Amuso at (813) 883-6136  
Label packages: **ATTN: PHIL AMUSO**

Department of Health  
*Bureau of Laboratories – Miami*  
1325 NW 14<sup>th</sup> Avenue  
Miami, FL 33125  
Telephone: (305) 324-2432  
After-hours deliveries can be accepted at any time (24/7)  
Label packages: **ATTN: SEGARAN PILLAI**